



**King County
ADMINISTRATOR IV
PUBLIC HEALTH- SEATTLE & KING COUNTY
FINANCE & ADMINISTRATIVE SERVICES DIVISION
Annual Salary Range \$66,613 to \$84,436
Job Announcement No: 04TA3969
OPEN: 1/19/04 CLOSE: 1/26/04**

WHO MAY APPLY: This career service position is open to all King County career service employees, executive branch regular exempt employees, and current probationary employees who achieved career service status in a previous position.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Janine Weihe at (206) 296-4779 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 999 3rd Avenue Suite 1200

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE:

The purpose of this position is to oversee the administrative functions of a large division within Public Health. The position will manage multiple functions across the division such as personnel, contracting and purchasing, financial management & budget, facilities and supervision of other administrative positions.
Specific duties include:

1. **Financial Management:** Provide financial reports for managers in the Finance & Administrative Services Division. Prepare analysis/narrative of financial performance for the division. Identify other management needs and facilitate creation of reports. Authorize expenditures and purchasing.
2. **Personnel Management:** Review & approve special duty assignments within the division. Review and approve initial salary placements for the division. Assist hiring managers and supervisors with all aspects of Human Resources including hiring advise, recruitment assistance, interviewing assistance and paperwork flow & tracking. Troubleshoot recruiting issues and be the main contact person with the HR unit on hiring issues. Coordinate response to internal/external personnel related assignments. Process the monthly vacancy report. Track TLT assignments. Ensure that performance evaluations are completed in the division on a yearly basis.
3. **Budget Management:** Oversee budget preparation process for Finance & Administrative Services division. Coordinate and review all budget input from program/project managers. Provide training and advice on use of budget forms. Respond to special internal/external budget assignments. Provide guidance and analysis on funding source reductions. Authorize budget revisions and expenditure adjustments. Coordinate the monthly budget monitoring for the division using an access database. Write and help review all budget forms submitted to King County budget office for requested budgets.
4. **Contracts & Grants:** Review and approve all facesheets and contract exhibits for contracts division wide. Review grant application budgets. Analyze components of the Federally Negotiated Indirect Rate and

advice managers on expense accounts considered to be direct vs. indirect. Train division staff and enforce grant & contract procedures.

5. **Administration Oversight for Finance & Administrative Services Division:** Review and approve all travel/training requests. Review and approve requests for food purchases. Approve all division wide capital purchases. Work with program/project managers on identifying issues with administrative systems and make recommendations for improvements. Participate in Leadership Group Operations team that is lead by the Office of the Director, help assess internal policies and make recommendations on improvements. Coordinate internal/external data requests.
6. **Special Projects:** Manage department wide special projects such as annual financial disclosure, implementation of lawsuit settlements, design & maintenance of the travel/training website and other assignments given to our department from external sources.

QUALIFICATIONS:

- Advanced knowledge of the principles and techniques of budgeting, project accounting, governmental accounting and economics.
- Advanced knowledge of analytic and statistical techniques and methods.
- Advanced knowledge of public, business, contracting, and personnel management.
- Advanced knowledge of strategic planning techniques and principles.
- Knowledge of labor relations and employment law.
- Knowledge of the principles of organizational development.
- Knowledge of contract interpretation and administration.
- Knowledge of project management techniques and principles.
- Research skills.
- Problem solving and conflict resolution skills.
- Budget development and analysis skills.
- Skills in oral communication and presentation.
- Excellent written communication skills required to draft policy and respond to external questions regarding budget and administration within Public Health.
- Skill in training and monitoring staff on policies and procedures of Public Health.
- Skills in understanding and writing technical reports.
- Skills in communicating and working with diverse populations and interest groups.
- Skill in working under deadlines and time constraints.
- Skills in developing and managing work plans.
- Skill in using project management techniques and principles.
- Skills in implementing and initiating programs or projects.
- Skill in working on multiple tasks or projects simultaneously.
- Skill in using word processing and spreadsheet software. Excel & Access Database skills required.

DESIRED QUALIFICATIONS: Previous knowledge of Public Health funding sources and budgeting skills. Bachelors degree preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Applicants will be tested on computer skills in advanced Microsoft word and excel.

UNION MEMBERSHIP: non-represented

CLASS CODE: 8292 SEQUENCE NUMBER: 80-8292-0280